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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 7 May 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #18

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. New Building Plans -

- a. The survey of equipment requirements for other than office space has been completed and forwarded to the DD/S Liaison Officer.

2. Catalogs of Courses - Major schedule changes and the late receipt of description information concerning courses of instruction have delayed the forwarding of the catalog revisions to the printer. They will be forwarded on 4 May with a publication date of 1 June.

3. This Staff prepared a memo of reply to C/TSS-DD/P setting forth the OTR position regarding collaboration with TSS in the conduct of its proposed research program.

4. The DC/PPS delivered a two-hour presentation in the War Planning course on "Planning for Wartime Training."

5. Final comments have been received from DD/P for use in preparation of the Glossary of Intelligence Terminology.

6. The first issue of the new OTR Bulletin is being processed for publication on 15 May on a bi-monthly basis. The second issue is planned for publication on 1 July in order to carry information which will supplement the OTR Catalog of Courses.

7. The Office of Training has accepted an invitation to send the Chief, PPS, to [] to participate in discussions about the proposed course on international communications at [] This trip has been coordinated with the Office of Operations who has requested Chief, PPS, to visit the [] for the purpose of answering questions

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on handling external training requests and other training matters.

8. The Office of the General Counsel clarified the Comptroller General's decision regarding the authority of the Director to spend money for granting incentive awards to members of the career staff who acquire and maintain proficiency in foreign languages. As a result the awards program will apply equally to those who receive their language training at government expense on official time as well as to those who receive training at their own expense and on their own time.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #17

DATE: 30 April 1956

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. New Building Plans -

- a. The Building Planning Staff reviewed Agency classroom requirements on 20 April 1956. Fifty classrooms, laboratories and testing rooms, totalling 39, 494 sq. ft. were the requirements submitted for OTR.
- b. On 23 April 1956, the Steering Committee met to discuss the need for an Agency auditorium. It was concluded by the committee that one seating 500 persons should be planned to be attached to the OTR building or OTR wing of the building. The Agency Briefing and Exhibit Center and Honor Hall will be planned as a part of the auditorium.
- c. The survey of equipment requirements for other than office and classroom space is continuing.

2. This Staff has reviewed the CIA Pacific war plan and forwarded its comments to the SPA-DD/S. The plan establishes the authority of the local country commander to establish training facilities and conduct training, and prescribes the supporting mission of the island training base to the local training activities.
3. Recommendations concerning the briefing of Agency employees scheduled to attend military service schools and colleges have been prepared for the concurrence of the DD/S, DD/P, DD/I.
4. The DD/S Training Liaison Officer meeting was held on Tuesday, 24 April 1956. [] of the Film Production Branch, OTR, requested the DDS/TLO's to submit the names of any individuals in the DD/S offices who would be interested in participating in OTR training films. []

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Basic School, gave a presentation of prerequisites for Basic Supervision course. She stated that a memorandum will be met by applicants wishing to enroll in the Basic Supervision course. The present running of this course shows about 50% of the students fall into the non-supervisory category. In a class of about 18 students, three non-supervisory students is considered the current proportion if the course is to accomplish its main objective, i.e., effective management at the level of the first-line supervisor.

III. PERSONNEL ITEMS:

- A. [redacted] returned from TDY Monday, 23 April 1956.



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